

**ENVIRONMENTAL PROTECTION AGENCY, REGION 7
EPA-R7ARTD-03-006**

IMPORTANT NOTE: This Solicitation was published in the Federal Register, Volume 68, No. 46, on Monday, March 10, 2003. The Full Text of the Federal Register Notice is available by accessing the link provided at the end of this supplementary solicitation information and should be read in conjunction with the Supplementary Information provided below.

Supplementary Information

Notice of Request for Initial Proposals for Projects to be Funded From the Pollution Prevention Grant allocation (CFDA 66.708 - Pollution Prevention Grants). Pollution Prevention Grants provide funding to eligible applicants for projects that address the reduction or elimination of pollution across environmental media (air, land, and water) and to strengthen the efficiency and effectiveness of pollution prevention technical assistance programs in providing source reduction information to businesses.

I. Introduction

On March 10, 2003, the Environmental Protection Agency (EPA) announced in the Federal Register the availability of funds in Fiscal Year 2003 (FY03) through the **Pollution Prevention (P2) Grant program**. This guidance supplements the national announcement and outlines eligible organizations, special grant requirements, reporting and measurement criteria, regional evaluation criteria, and general procedures for application and award of FY03 multimedia pollution prevention grants and cooperative agreements through the P2 program in EPA Region 7. This guidance should be used in conjunction with the federal guidance (<http://www.epa.gov/p2/programs/P2.htm>) included in the application package.

P2 supports State, Tribal, Territory, and regional-based programs that address the reduction or elimination of pollution across all environmental media: air, land, and water.

Through this pollution prevention grant program, EPA is committed to promoting and supporting equitable environmental protection regardless of race, ethnicity, economic status, or community.

II. Region 7 Priority Activities

EPA Region 7 has identified activities addressing Persistent, Bioaccumulative and Toxic Chemicals (PBTs) and Agriculture as priorities for FY03. Although incorporation of PBTs and/or Agriculture into a P2 grant application is not a requirement for P2 funding, applications which address PBTs and/or Agriculture may receive higher consideration for funding.

Persistent, Bioaccumulative and Toxic Chemical Reduction

EPA is seeking to reduce or eliminate PBT chemical exposure to the environment. Applicants are encouraged to incorporate projects or approaches into their grant proposals that will address the reduction of PBT chemicals. Applicants may address chemicals on the hazardous waste minimization priority chemical list (found at <http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>) in addition to the PBT lists identified in the National P2 Guidance Document.

Agriculture

EPA Region 7 has identified agriculture issues as a priority for FY03. Applicants are encouraged to incorporate projects or approaches into their grant proposals which

address pollution prevention within the agriculture sector.

1. Amount of Funding Available

EPA Region 7 plans to award a varied number of grants or cooperative agreements. Regional funding allocation amounts are approximately \$480,000 in grant/cooperative agreement funds which will be awarded through a competitive review process under the authority of the Pollution Prevention Act of 1990 (the Act).

The number of awards will depend on individual proposal cost; the final aggregate amount of federal funding for all Initial Proposals; and the total amount of federal funding available.

2. Right to Reject all Initial Proposals

The Agency reserves the right to reject all initial proposals and make no awards.

3. Matching/Cost Share Requirements

States, Tribes, and Intertribal Consortia recipients of P2 grants under section 6605 of the PPA must provide at least 50% of the total allowable project cost. For example, the Federal Government will provide half of the total allowable cost of the project, and the recipient will provide the other half. Recipients may meet the match requirements by allowable costs incurred by the grantee (often referred to as "in-kind goods or services") or the value of third party in-kind contributions consistent with 40 CFR 31.24. If a Tribe or Intertribal Consortium is selected for award of a P2 grant and the Tribe includes the funds in a Performance Partnership Grant awarded under 40 CFR part 35, subpart B, the required Tribal match for the Pollution Prevention portion of the P2 grant will be reduced to 5% of the allowable Pollution Prevention project cost for the first 2 years of the P2 grant.

4. Project Period Time frame

Project duration should not exceed two years.

5. Eligible Applicants

Eligible applicants for purposes of funding under this program include the 50 States, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory of or possession of the United States, any agency or instrumentality of a State including State universities, and Indian tribes that meet the requirement for treatment in a manner similar to a state at 40 CFR 35.663 and Intertribal Consortia that meet the requirements at 40 CFR 35.504. Local governments, private universities, private nonprofit, private businesses, and individuals are not eligible for funding. Eligible applicants are encouraged to establish partnerships with business and other environmental assistance providers to seamlessly deliver pollution prevention assistance. Successful applicants will be those that best meet the evaluation criteria in Unit VI.B.2. In many cases, this is likely to be accomplished through partnerships. Implementation of all projects must occur within the four states of EPA Region 7: Iowa, Kansas, Missouri, or Nebraska.

Applicants who have an existing agreement under this program are eligible to compete with proposals for new awards.

6. Proposal Submittal - Due Dates

All initial proposals should be e-mailed, mailed or delivered to:

Gary Bertram
ARTD/SWPP
U.S. EPA, Region 7
901 North 5th Street
Kansas City, Kansas 66101

E-mail Address: bertram.gary@epa.gov

EPA will consider all initial proposals which are post-marked by the U.S. Postal Service, hand-delivered, or electronically delivered to the Agency, or include official delivery service documentation indicating EPA acceptance from a delivery service, **to arrive at EPA** on or before the deadline 5 p.m., Central Time, April 30, 2003. Hardcopy submittals are preferred. Initial proposals received after the due date will not be considered for funding.

7. Statutory Authority and Applicable Regulations

Pollution Prevention Grants/cooperative agreements will be awarded under the authority of the Pollution Prevention Act (PPA) of 1990.

State applicants and recipients of P2 grants are subject to the requirements of 40 CFR parts 31 and 35, subpart A. Tribal and Intertribal Consortia applicants and recipients of P2 grants are subject to the requirements of 40 CFR parts 31 and 35, subpart B.

8. Allowable Costs

EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87 "Cost Principles for State, Local, and Tribal Governments". Ineligible costs will be reduced from final grant award.

9. Federal Requirements

An applicant whose proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). **EPA reserves the right to negotiate and/or adjust the final grant amount and work plan content prior to award.** In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation in federal assistance awards in accordance with 40 CFR Part 32.

10. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance if the State has selected the program for review. Further information regarding this requirement will be provided if your proposal is selected for funding.

11. Pre-application Assistance

None planned.

12. Proposal Information and Contents

Full application packages should not be submitted at this time. Failure to meet the content criteria will eliminate the initial proposal from consideration. The following should be included for all initial proposals submitted:

- Completed Page 1 of Standard Form SF-424*, Application for Federal Assistance.
 - Completed Page 2 of Standard Form SF-424A*, Budget Information-Section B (See Allowable Cost).
 - Detailed itemization of the amounts budgeted by individual Object Class Categories (see Allowable Cost).
 - Statement regarding whether this proposal is a continuation of a previously funded project (if so, please provide the assistance number and status of the current grant/cooperative agreement).
1. Lead Agency (i.e., the agency applying for the grant funds) and Key Contact(s);
 2. Other Involved Agencies (if any) and Key Contacts;
 3. Background (including a statement of the problems or issues that the project will address and the current status of pollution prevention activities in the State);
 4. Summary of the Project (including the project strategy, measurement of success, goals, and objectives);
 5. Specification of Tasks and Deliverables;
 6. Level of Funding Requested (including the percentage of the project that will be funded with federal dollars);
 7. Matching Resources for Project (requested federal money must be matched by at least an equal level of funds and/or in-kind goods and services);
 8. Schedule for Implementation (including a summary of deliverables and their due dates);
 9. Statement of Experience/Capability (should include resumes or background statements for key project personnel and a description of organization's capabilities and experience as it relates to the proposed project)
 10. Measurement Criteria

For the FY03 P2 Grant year, EPA Region 7 will be asking that the applications include information on specific environmental measurement activities associated with the grant work.

EPA requires grantees to design individual measurement programs to follow up on assessments, to track technical assistance efforts, and to track action on web sites. The numbers can be confidentially obtained but should be combined for the report.

Examples of information obtained for assessing technical service activities may include:

- number of requests for service;

- type of service requested, such as documents, training, technical assistance, on-site visit, web site, etc.;
- sector requesting the service, such as industry, commercial business, farmer, State or local government, non-profit, consultant, etc.; and,
- geographic calling area, such as county, state, EPA designated region, nation, or international.

Examples of information obtained from web pages and list serves to measure marketing efforts and the level of interest in the programs may include:

- numbers of web site hits and their implications if they can be determined; and,
- the number and type of responses to list serve requests (perhaps number of questions and answers may be adequate).

EPA also requires the documented environmental benefits that result from agency-awarded grants. This can be featured as an Environmental Performance Table in the appendix which includes, but is not limited to:

- reduced toxic emissions to air, water, or land;
- gallons of clean water saved;
- tons of solid waste eliminated from entering our landfills through recycling or source reduction (reported separately);
- million metric tons of CO₂ or CO₂ equivalent emissions reduced;
- energy saved in BTU's per year;
- number of firms served (at workshops, on the phone, at assessments, etc.);
- dollars saved through the programs; and,
- other measures that would be appropriate to specific proposals.

EPA stresses that we encourage individual grantees to develop their own measurement activities specifically tailored to meet the needs of their projects. We can provide assistance on conversion factors if needed.

Environmental Performance Table

Select aspects and measures from this table on which you will be reporting as a result of your activities.

Categories	Aspects	Measures
ENERGY USAGE	Total Energy Usage	BTU, MMBTU
WATER USAGE	Total Water Usage	gallons
MATERIALS USAGE	Total Materials Usage	tons, metric tons
	Hazardous Materials Usage	tons, metric tons
	Recycled/Re-Used Materials Usage	tons, metric tons
AIR EMISSIONS	Emissions of Greenhouse Gases	tons, metric tons carbon-equivalent of CO₂, CH₄, N₂O, and halo-carbons
	Emissions of Ozone-Depleting Chemicals	pounds, tons
	Emissions of VOCs	tons, metric tons
	Emissions of NOx	tons, metric tons

Categories	Aspects	Measures
	Emissions of Sulfur Dioxide	tons, metric tons
	Emissions of Particulate Matter	tons, metric tons PM10 and PM2.5
	Emissions of Carbon Monoxide	tons, metric tons
	Emissions of Toxics	pounds of chemicals listed as toxic under CAA, TRI and State statutes, also HPV and PBT list
WASTE	Total Solid Waste	tons, metric tons (including production scrap, if not recycled/reused)
	Hazardous Solid Waste	tons, metric tons
	Toxic Releases to Land	tons, metric tons TRI, HVP, PBT chemicals
DISCHARGES TO WATER	COD Discharges to Water	pounds
	BOD Discharges to Water	pounds
	Discharges of Toxics to Water	pounds of chemicals listed under CWA, TRI, HPV, PBT, State statutes
ACCIDENTAL RELEASES	Release History	number, quantity of RQ, accidental releases reportable under EPCRA
	Vulnerability and Potential for Releases	size of Vulnerable Zone per Off-Site Consequence Analysis volume of Extremely Hazardous Substances in inventory
PRESERVATION/RESTORATION	Habitat Impacts	destruction, degradation, creation, or enhancement of habitat, including wetlands, riparian areas
PRODUCT PERFORMANCE	Expected Lifetime Energy Use of Product	KWh, BTU
	Expected Lifetime Waste (to air, water, land) of Product	tons, metric tons, by aspects in air, waste, water categories above
	Packaging Materials Used in Product	tons, metric tons
	Waste to Air, Water, Land from Disposal or Recovery of Product	tons, metric tons, by aspects in air, waste, water categories above

The following acronyms are used in the *Environmental Performance Table*

BOD	=	Biological Oxygen Demand
CAA	=	Clean Air Act
COD	=	Chemical Oxygen Demand
CWA	=	Clean Water Act
BTU	=	British Thermal Units
EPCRA	=	Emergency Preparedness and Community Right-to-Know Act

HPV	=	High-Production Volume Chemicals (a list of chemicals covered by HPV is available at http://www.epa.gov/chemrtk/hpvchmlt.htm)
KwH	=	Kilowatt Hours
PBT	=	Persistent, Bioaccumulative and Toxic Chemical
MMBTU	=	Million Metric British Thermal Units
PM10	=	Particulate Matter less than 10 microns
PM2.5	=	Particulate Matter less than 2.5 microns
RQ	=	Reportable Quantity under the Comprehensive Environmental Responsibility and Cleanup Act (CERCLA)
TRI	=	Toxic Release Inventory (a list of chemical covered by TRI is available at http://www.epa.gov/tri/chemical)
VOC	=	Volatile Organic Compounds

13. Preliminary Eligibility Screening Requirements

To be eligible for consideration, applicants **must meet** all of the following criteria. Failure to meet the following criteria will result in the automatic disqualification of the proposal for funding consideration:

1. Be an applicant who is eligible to receive funding under this solicitation;
2. The proposal must address one or more of the areas of emphasis contained in the Federal Register Notice, VI. Eligibility, B. Activities and Criteria;
3. The proposal must meet all format and content requirements contained in the Federal Register Notice and No. 12, Proposal Information and Content;
4. The proposal must comply with the directions for submittal contained in this notice, item number 6, Proposal Submittal - Due Dates.

14. Proposal Evaluation Criteria

All initial proposals will be evaluated based on the following criteria:

- ◆ **Promote multimedia pollution prevention.** Applicants should identify how projects will encourage source reduction to actively prevent pollution across all environmental media: air, water and land. Programs should reflect comprehensive and coordinated pollution prevention planning and implementation efforts statewide. [20 points]
- ◆ **Demonstrate how activities will advance state environmental goals.** Applicants must demonstrate how the proposed pollution prevention activities will complement the State's environmental goals that are included in the State environmental strategic planning documents, environmental program goals, or either PPA or PPG documents. Successful applicants will clearly link activities to environmental goals established in these comprehensive strategies. EPA encourages States to develop initiatives in priority industry sectors and geographic areas identified by the States. If the State has an Environmental Partnership Agreement developed under the National Environmental Performance Partnership System (NEPPS), the application needs to document how its activities address the Agreement's priorities. [20 points]
- ◆ **Demonstrate how activities will interact with the State's regulatory program.** Applicants must describe how their proposed pollution prevention activities will connect with their State's regulatory program issues. The work plan needs to include identifiable activities which incorporate media relevant information back to the affected regulatory program (publishing success stories in media-specific newsletters, setting up semiannual meetings with media directors, etc.). [10 points]
- ◆ **Demonstrate Partnerships.** Applicants must include a letter of agreement between the applicant and at least one other environmental assistance provider in the State. This letter should describe how the two (or more) organizations will work together to deliver complementary services. States may

select any established environmental assistance provider, including Pollution Prevention Resource Exchange centers (P2Rx); National Institute of Science and Technology Manufacturing Extension Program centers (NIST MEP); Small Business Development Centers (SBDCs); Small Business Assistance Programs (SBAPs); EPA Office of Enforcement and Compliance Assurance (OECA) Compliance Assistance Centers; or university cooperative extension programs. EPA will give preference to applicants that develop joint proposals with these organizations. [15 points]

- ◆ **Identifiable measures of success.** For each of the activities identified in the application, the applicant must identify how and what criteria they are using to track the effectiveness of the activity. Measures of success should be either measures of environmental improvement, or they should be directly linked to such measures. [10 points]
- ◆ **Use of the Regional Pollution Prevention Resource Exchange.** A priority that EPA considers important to strengthen State P2 activities and aid the formation of partnerships with other business assistance providers is the Pollution Prevention Resource Exchange (P2Rx). EPA would like the grantees to use the resources available through their regional P2Rx center throughout the entire grant process. [10 points]
- ◆ **Regional Priorities.** The proposal incorporates elements of a PBT reduction effort or addresses the agriculture sector. [15 points]

15. Evaluation Process

All proposals will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on item no. 14, Proposal Evaluation Criteria. **Applicants will be screened to ensure that they meet all eligibility criteria and will be disqualified if they do not meet the criteria.**

16. Selection Official

Final selection of initial proposals will be made by the Region 7 Air, RCRA & Toxic Substance Division Director.

17. Notification

The Region 7 EPA office will mail acknowledgments to applicants upon receipt of the proposal. Once initial proposals have been reviewed, evaluated, and ranked, applicants will be notified regarding the outcome of the competition.

A listing of successful proposals will be posted on the Region 7 EPA website address www.epa.gov/region07/economics at the conclusion of the competition. This website may also contain information about this announcement including information concerning deadline extensions or other modifications.

18. Dispute Resolution Process

Procedures at 40 CFR 31.70 apply.

19. Confidential Business Information

Applicants should clearly mark information contained in their proposal which they consider confidential business information. EPA reserves the right to make final confidentiality decisions in accordance with Agency regulations at 40 CFR, Subpart B. If no such claim accompanies the proposal when it is received by the EPA, it may be made available to the public by EPA without further notice to the applicant.

20. Submission of Reports and Deliverables

Successful grantees will be required to forward one hard copy of each of the semi-annual progress reports and the final report with five (5) hard copies of the grant deliverables to the Region 7 Pollution Prevention Program in Kansas City (Address #1); two hard copies and one electronic version of the grant deliverables to the Regional Pollution Prevention Resource Information Center (Address #2); and one hard copy of each of the semi-annual progress reports and the final reports and deliverables to the Pollution Prevention Division in Washington D.C. (Address #3).

Please address the documents to:

<u>Address #1</u>	<u>Address #2:</u>	<u>Address #3:</u>
Gary Bertram ARTD/SWPP U.S. EPA Region 7 901 North 5 th Street Kansas City, KS 66101	Rick Yoder P2RIC NBDC 1135 M Street, Suite 200 Lincoln, NE 68508	P2 Grant Products Pollution Prevention Division (7409) Environmental Protection Agency 401 M St., SW. Washington, D.C. 20460

FOR FURTHER INFORMATION CONTACT:

- Gary Bertram, Telephone 913-551-7533; bertram.gary@epa.gov
- Karen Sherrill, Region 7 Competition Advocate at sherrill.karen@epa.gov Telephone (913)551-7461; Fax (913)551-9461

Environmental Protection Agency
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Pollution Prevention Grants and Announcement of Financial Assistance Programs Eligible for Review; Notice of Availability
Federal Register/Vol. 68, Number 46, Monday, March 10, 2003
<http://www.epa.gov/fedrgstr/EPA-GENERAL/2003/March/Day-10/g5621.htm>